

*Rec met  
5-1-3*

13 April 1954

MEMORANDUM FOR THE RECORD

SUBJECT: New Records Center Building

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1. Mr. [REDACTED] and the writer met today with Mr. [REDACTED] of 25X1A9a Construction Division, Logistics and Mr. [REDACTED] of the Physical Security Branch, Security Office. Various aspects of physical security for the building were discussed including a burglar alarm system, fire alarm system, lighting on the outside of the building, and vault type doors for the entrance into the storage area.

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2. It was agreed that the vault doors should be hung at the entrance to the storage area rather than the entrance to the processing area. It was also the opinion of Mr. [REDACTED] that with the doors in this position the entire building could be considered a vault, and that TS material could be stored therein on steel shelving.

3. It was also agreed that no classified material would be permitted to remain in the office area over night. Personnel of the Center would remove any such material to the vault area at the close of business each day.

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4. In the course of the conversation it was discovered that Mr. [REDACTED] and his office had had considerable experience with methods of physical disposal of records. The problem of securing an adequate method for the Center operation was discussed. Mr. [REDACTED] states that the pulping machine presently in use at [REDACTED] did a good job of disposal. However, this machine has in turn created the problem of what to do with the accumulation of sour pulp on the [REDACTED] grounds. This pulp can not be sold because its water content is too great. The machine for drying the pulp and prepare it for market is too expensive to be considered. Mr. [REDACTED] elaborated on the 25X1A9a not too successful experiences encountered by his office in the operation of the CIA incinerator. The cost of this incinerator was stated to be \$8000. The writer reported that he had been informed by Mr. Aldredge, National Archives, that a satisfactory incinerator had been installed at the Federal Records Center in Seattle, Washington at a cost of \$500. This incinerator is capable of burning 100 cubic feet per day. It was requested that more information be secured concerning the type of incinerator described.

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5. The final decision regarding the physical security requirements  
are to be worked out by Messrs.  25X1A9a

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FGH/dcg (14 April 1954)

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